

	Portales Police Department Standard Operating Procedure & Policy	SOP #	115.01
		Date Revised:	
		ADM. #	15.01 15.02 15.03
1700 N. Boston St. Portales NM, 88130	Liaison With Other Agencies	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. STATEMENT OF PURPOSE

It is the policy of the Department to establish and maintain a positive working relationship with other agencies. The guidelines set out herein should assist employees in maintaining open communication and cooperation with other agencies not only within the Criminal Justice System, but in the realm of social services.

II. RESPONSIBILITIES

- A. All employees of the Department are reminded that they work for the public and they are responsible to protect and serve in all areas of public safety.
- B. Employees often encounter people who are in need of services from one or more of the local social service agencies. Although these problems may not be of a criminal nature, employees are obligated to make every effort to determine the needs of the individual and assist in obtaining help.
- C. Because all criminal justice and social service agencies must work together, each employee is responsible for acting in a courteous and professional manner when in contact with other criminal justice and social service agencies.
- D. It is the Portales Police Department policy to support liaison with and to provide effective channels of communications between other law enforcement agencies, local fire departments, emergency medical officials, and other agencies within the criminal justice system, such as, the courts, district attorney's office, juvenile and adult probation & parole, juvenile and adult correctional institutions. (New Mexico Standard ADM.15.01.A.B.C.D)

III. REFERRALS

- A. Department employees, in the course of performing their duties, often encounter people in need of a type of help best provided by another

criminal justice agency or a social service agency.

- B. All officers are expected to be familiar with the application of New Mexico State Law as it applies to problems arising within the community. In dealing with problems presented to the officer, the determination of whether the problem is of a criminal nature or of a social or civil nature is made by the officer.
- C. Referrals to other agencies should be based upon specific criteria:
 - 1. Nature of the problem;
 - 2. Type of help or remedy required;
 - 3. Identification of the agency best suited to provide the necessary remedy.
- D. Juvenile problems should normally be referred to and handled by either, Children, Youth and Families, the Juvenile Probation and Parole Office, or the Department of Human Services.
- E. Adult criminal nature problems should be handled through either the District Attorney's Office or Adult Probation Office. The determination which office is to be referred to should be based on the type and degree of the crime.
- F. Problems which are determined to be of a civil nature should be referred to either the Roosevelt County Sheriff's Office or Magistrate Court.
- G. Issues which could be deemed a social problem should be referred to a variety of services and resources which are available in Roosevelt County. Employees should maintain a working knowledge of the available services and resources in order to expedite the referral process.
- H. At times, a situation may require an officer to transport individuals to a social service agency, arrange for transportation or arrange for a representative of the agency to come to their location. In these situations, employees should cooperate fully with all social service agencies, if possible.
- I. The Portales Police Department also have situations which may require officers to make referrals to other law enforcement and fire rescue agencies, Adult Probation and Parole, Juvenile Probation and Parole, Human Services, local emergency medical care and any other agency deemed necessary to accomplish the situation at hand.